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Chief, Management Staff 23 April 1959

Chief, Records Management Staff

Weekly Report for Week Ending 15 April 1959

1. Contributions

a. Tangible

(1) Ten new and four revised forms completed; three forms made obsolete.

(2) One hundred and twenty two cu. ft. of inactive records were transferred to the Records Center by five offices Eighty-eight cu. ft. of records were destroyed leaving a balance of 925 cu. ft. to be destroyed.

(3) In cooperation with the AEO for ORR, eleven "bootleg" forms were eliminated.

(4) Approved the revision of two items on the CIA Records Control Schedule to shorten retention periods.

b. Intangible

(1) Developed a special form for DD/P, using NCR paper. In addition to eliminating carbons, this form precludes the need for monthly reports for all field stations.

(2) Substituted an existing Agency form for a new one requested by the [redacted] Division/DD/P.

2. Assignments - Active

a. Forms

(1) Three new and 16 revised forms in process.

(2) Telegype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Form.

(4) Improved Management of Stocked Forms.

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(5) Uniform Information Report. Discussed with representative of Department of the Army proofs of the forms they will use.

(6) Evaluation of Information Reports.

(7) Agency Chain Envelope.

(8) New Building Projects.

b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCB.

25X1 (3) [redacted] Contact Division.

c. Filing Systems

(1) OER/FDD Translation Index.

(2) Contract Personnel Division/OP Card Index.

(3) Graphics Register Film Index. Arrangements for the loan of a Diebold Elevator File for testing and comparison with the Remler equipment now being used.

(4) P/DD/P.

d. Audit and Revision of Records Control Schedules

(1) OCR.

(2) OO/FDD.

e. Special Projects

(1) Revision and Recordar of Overnight Storage Boxes.

(2) DD/P Support Records. Survey now being made in SR Division.

(3) Predecessor Agency Records (OSS, SSU, and CIG)

(4) Revision of training material to be used by OER. Reviewed handbook on Subject Filing for changes required to permit its use on an unclassified basis.

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(2) Vital Material

(1) Met with representatives of Civil Service Commission to review their Vital Records Program.

4. Other

a. Thirteen members of the Staff attended the Management Staff Training Session.

25X1 b. [redacted] continued his work with GSA on the development of the United States Government Correspondence Manual.

[redacted] 25X1

Distribution:

Orig - Addressee
25X1 1 - [redacted]
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25X1 [redacted] 4/30/59

25X1 Mgt/S/RMS/[redacted] (20 April 1959)

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